

EMPLOYMENT OPPORTUNITY

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – AREA 4 BOARD

236 Georgia Street, Suite 201

Vallejo, CA 94590

707-648-4073

707-648-4100 (fax)

Robert.phillips@scdd.ca.gov

POSITION: Community Program Specialist 2
LOCATION: Vallejo, CA
OFFICE: SCDD Area Board IV
SALARY RANGE: \$4,400 - \$5,348
DEADLINE: Until Filled
CONTACT: Robert Phillips, Executive Director

DUTY STATEMENT

The State Council on Developmental Disabilities (SCDD) is an independent state agency established by federal and state law. The State Council works to help people with developmental disabilities achieve self-determination, independence, productivity, and inclusion in the community. Area 4 Board is a field office of the State Council. The Area 4 Board catchment area includes Napa, Sonoma, and Solano counties.

Under the direction of the Area Board Executive Director, the Community Program Specialist 2 is responsible for a broad range of duties in the field of advocacy and public education to persons with developmental disabilities in Napa, Solano, and Sonoma counties.

Essential functions:

- 40% Provide guidance, assistance and/or representation in assuring service and civil rights of individuals with developmental disabilities and their families/guardians.
- 25% Develop educational material on various subjects, including rights, self advocacy, housing, employment for different audiences, including people with developmental disabilities, parents, and professionals, utilizing different training formats, including e-learning, webinar, power point, and in-person seminars and workshops. Assist with the publication of an e-newsletter and with provision of information for the Board's "webpage" on the State Council's web site;
- 15% Provide assistance, including consultation, training, and organizational support that advances the self advocacy of people with developmental disabilities.
- 5% Provide assistance to committees of the Board, attend Board meetings, and participate on community and statewide committees as assigned by the Executive Director.
- 5% Adapt Board and committee informational packets so they are accessible to consumer members of the Board and committees.

5% Assist with the completion of the semi-annual and annual Area Board reports.

5% Perform other tasks as assigned by the Executive Director.

A. Supervision Received:

The Community Program Specialist II receives direction from and reports directly to the Executive Director of Area 4 Board. The CPS II works approximately 50% of the time at the Area Board office and 50% in the field.

B. Supervision Exercised:

None

C. Administrative Responsibility:

The CPSII may be called upon to assume administrative responsibility of the Area 4 Board office in the absence of the Executive Director;

D. Personal Contact:

The CPSII will be in daily contact with other Area 4 Board staff, persons with developmental disabilities and their families, staff of community agencies serving individuals with developmental disabilities including public schools, regional centers, as well as contact with other state and county departments.

E. Other Information:

The job requires driving an automobile, frequent travel and occasional evening meetings. Excellent analytical ability, extensive knowledge of the field of developmental disabilities, and good communication skills are essential. The job also requires a degree of proficiency with computer skills